

**EYES ONLY**  
PMCD SURVEY RECOMMENDATIONS  
REQUIRING DECISION BY MANAGEMENT

O/Director and Support Staff

1. Combine functions of Executive Officer and Special Assistant into one position.
2. Incumbency Allocation of Pos. No. 0453, GS-14 Adm. Officer which means that this position will revert to GS-13 when present incumbent leaves.
3. Downgrade Pos. No. 0453, GS-9 Adm. Asst. to GS-8.  

This position will be the subject of further discussion with PMCD.
4. Assign additional responsibility to Pos. No. 0910, GS-7 Adm. Asst, to assist incumbents of Pos. Nos. 0453 and 0053.

Action has already been taken on this recommendation and Letter of Instruction will be revised accordingly.

**SECRET**

**EYES ONLY**

SECRET  
EYES ONLY

Planning Staff

1. Consolidate with Analysis Staff and retitle Policy and Systems Staff.

25X1A

2. Transfer Position No. 0939 (GS-14 Accountant) from PS to Analysis Branch/PSS [REDACTED]

(Believe we want this to be Training job.)

25X1A

3. Transfer Position No. 0294 (GS-14 Accountant) from PS to Analysis Branch [REDACTED]

SECRET  
EYES ONLY

Analysis Branch

25X1A

1. Transfer Position No. 0863 (GS-13 Accountant) from AS to C&T [REDACTED] - GS-14).

2. OF requested upgrading of 1 GS-11 to GS-12 (Position No. 0938) which was disapproved (occupied by [REDACTED] - GS-10). - 25X1A

25X1A

3. Downgraded Position No. 0920 (Gs-7 Secretary Steno - [REDACTED]) to GS-6 Secretary-Typing.

Agree with title change. Do not believe we have a justification for reclama since Chief of Branch is only GS-14.

AD/Liaison

25X1A

1. Position No. 0897 (GS-9 Finance Assistant) to be downgraded to GS-7 Secretary Steno [REDACTED]

This position was approved at the GS-9 level and should remain same. Incumbent should not be doing secretarial duties when there is a qualified secretary steno on duty.

25X1A

2. Position No. 0930 (GS-7 Secretary Steno) to be downgraded to GS-6 [REDACTED].

This position should be GS-7 level. Evidently the incumbent is not performing the secretarial duties but the incumbent of GS-9 position is. Suggest talk with AD/Liaison as to why same is permitted.

MONETARY DIVISION

Transferred 1 GS-06 Acct Clk from Custodial and Disbursing  
Branch to O/Chief as Cash Acct Asst, GS-06.

This reflects where people are actually working.

25X1A

Foresee no problem with this change, but Mr. [REDACTED] should be  
advised and get his concurrence.

TOP SECRET

CSAD

1. Realignment of Southern and Northeastern Audit branches into one (Eastern Audit) with Deputy Chief of Division transferred to serve as the Branch Chief.

This alignment reflects the manner in which they are actually functioning.

25X1A

2. GS-14 Chief of Northeastern Branch downgraded to GS-13 -- could not be supported as GS-14 under new alignment. [REDACTED]

25X1A

3. Pos. No. 0870, GS-14 Bus Acct in Proprietary Systems, downgraded to GS-13 [REDACTED] (GS-14).

25X1A

4. Secretary-Steno #0754 changed to Secretary-Typing [REDACTED]

Under new OP policy to change secretarial position titles to conform with qualifications of individuals occupying the positions, recommend we accept PMCD determination on this position.

C&L Division

Resolved with PMCD. No further action needed.

Action taken:

Cert Br/OC 1 GS-13 eliminated

Cert Br/CCS 1 GS-11 upgraded to GS-12

Cert Br/COS 1 GS-11 upgraded to GS-12

Travel Br 2 GS-08's upgraded to GS-09

1 GS-06 upgraded to GS-07

1 GS-05 upgraded to GS-07

**SECRET**  
**EYES ONLY**

C&T Division

25X1A

1. Add 1 GS-13 from Analysis Staff to accommodate [REDACTED] (GS-14).

2. Automated Payroll Ops. Br.:

Requested by OF

1 GS-11 to GS-12  
2 GS-9 to GS-11  
2 GS-6 to GS-7  
7 GS-5 to GS-7

Add 1 GS-5 Secy  
Eliminate 1 GS-9

Action by PMCD

approved  
one approved - 1 not approved  
one approved - 1 downgraded to GS-5  
approved at GS-6 - 3 other GS-7 positions  
being transferred to this branch from  
Special Pay Ops were downgraded to GS-6

approved  
approved

3. Systems Admin Branch:

25X1A

1 GS-9 Pos No. 0324 [REDACTED] eliminated  
and 1 GS-5, Pos. No. 0753 added.

Add 1 GS-6 position - new - CEILING WOULD  
HAVE TO BE FURNISHED BY PMCD

Upgrade 1 GS-5 to GS-7.

4. Change of 3 steno titles to typists based on duties of incumbents -  
they evidently stated they were not taking dictation.

Agree - no reclama necessary.

**SECRET**



~~SECRET~~  
EYES ONLY

ACCOUNTS AND ANALYSIS DIVISION

1. Transfer of Analysis Branch from A&A to PS.

2. GS-14 proposed for C/Data Base Mgmt Br. downgraded to GS-13.

25X1A

We had this position identified for [REDACTED] -- PMCD

transferred position from PS to AS to accommodate him.

Will he be C/Data Base Mgmt or in Analysis Staff?

3. OF requested one GS-11 (#0938) be upgraded to GS-13 which was not approved at 13 but approved at GS-12.

25X1A

This position is filled by [REDACTED] (GS-12). Since

he is now OJCS coordinator for DDA, will this position

still be required for him in Data Base Mgmt Branch?

4. Downgrade of GS-11 Pos. No. 0674 to GS-09 in Data Base Mgmt Br.

5. Downgrade of GS-09 Pos. No. 0781 to GS-07 in Data Base Mgmt Br.

6. Change 1 GS-05 Acctg Clk to GS-06 Sec-Typing.

Agree with this change. Incumbent serves as back-up secretary to Ch/A&A Division.

~~SECRET~~  
EYES ONLY